

## Registration Options

**IN PERSON**, stop in at Open Book  
 Stop in during regular Loft office hours, 9 a.m. – 5 p.m., Tuesday through Friday. Loft administrative offices are closed on Mondays. This is a great option if you're looking for advice about what class to take (appointments also available).

**BY PHONE**, dial 612-379-8999  
 Loft education staff will be available to help you with your registration during regular office hours, 9 a.m. – 5 p.m., Tuesday through Friday.

**ONLINE**, visit [www.loft.org](http://www.loft.org)  
 Select your classes, check out teaching artist profiles, then click through to the registration procedure. Credit card only.

**BY FAX**, dial 612-215-2576  
 Fill out the registration form and send it "Attention: Education." This option is only available when fees are paid by credit card.

**BY MAIL**  
 Fill out the registration form and send with your check, money order, or credit card information to:  
 The Loft Literary Center, Attn: Education  
 Open Book, Suite 200, 1011 Washington Avenue South  
 Minneapolis, MN 55415

**Support the Loft and Receive a Tuition Discount—Join or Renew Today!**  
 Members who have contributed at least \$60 in the past year or sustaining members who contribute at least \$5 a month are eligible for an instant **10% tuition discount**.

## Scholarships

**Questions & to Apply:** Call 612-379-8999 (Tues.-Fri.)

### Scholarships

Eligibility: Your total household income must not exceed \$25,000 per year (plus \$2,000 for each dependent). Available only for classes marked in this catalog with the "book/dollar" symbol next to the title. Complete the application form and include a \$15 processing fee (refundable to nonrecipients). Limit one scholarship class per year, per person. Applications are confidential.

## Registration Form

### CONTACT INFORMATION:

Mr/  Ms—Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (Daytime) \_\_\_\_\_

Phone (Evening) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

### YOUTH REGISTRATION INFORMATION ONLY:

Name of Student(s) \_\_\_\_\_

Birthdate \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Emergency Contact (non-parent or guardian) \_\_\_\_\_

Phone Number \_\_\_\_\_

**When registering a youth, you must also complete the permission slip on the reverse side of this form.**

### MEMBERSHIP CONTRIBUTION:

Members who have contributed at least \$60 in the past year or sustaining members who contribute at least \$5 a month are eligible for an instant **10% tuition discount**. Your support goes directly to the Loft programs you value and contributes to the development of readers and writers. Thank you for sustaining this vibrant community.

### Select Membership Type:

Sustaining Membership (Minimum \$5/month)  
 \$5/mo  \$10/mo  \$15/mo  \$25/mo  \$50/mo  \$100/mo  Other \$\_\_\_\_\_/mo

Annual Membership  
 \$60  \$125  \$250  \$350  \$500  \$1,000  Other \$\_\_\_\_\_

In any publications, please acknowledge me as:

Additional Household Members:

Name Relationship

\_\_\_\_\_

\_\_\_\_\_

**TOTAL ONE-TIME FEES ON THIS PAGE:** \$\_\_\_\_\_

**Please continue to page 2 of the registration form**

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## Registration Form (page 2)

### CLASS FEES:

Please see the class description for the standard class fee rate, member rate, and low-income rate. Current Loft members may take advantage of the 10% discounted member rate. If you are not sure if you are a current member, please call 612-379-8999. Become a member when you register to take advantage of the member discount immediately. Members of the St. Paul Jewish Community Center may take advantage of the 10% discounted member rate for classes that take place at the Jewish Community Center (JCC). To qualify for the 30% low-income rate, you must be a single-person household with a total annual income of \$25,000 or less OR a household of two or more with a total annual income of \$45,000 or less. NOTE: Some classes also include a materials or copy fee, which is payable directly to the teaching artist, and is not included with your registration fee. **A non-refundable 15% cancellation fee is included in each registration.**

### CLASS SELECTIONS:

Class Title (1) \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Class Title (2) \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Class Title (3) \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Total Course Fees: \$ \_\_\_\_\_

Total One-Time Fees From Page 1 (do not include sustaining memberships): \$ \_\_\_\_\_

Please make checks payable to The Loft Literary Center.

**Total Fees:** \$ \_\_\_\_\_

Personal Check  VISA  MasterCard  Discover  American Express

Account Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder Zip \_\_\_\_\_

Print name as it appears on card \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

**Registration Form:** Once you fill out the registration form, please mail it to:

The Loft Literary Center, Attn: Education  
 Suite 200, Open Book  
 1011 Washington Avenue South  
 Minneapolis, MN 55415

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# Youth Permission Slip/Photo Release

Parents and guardians, please complete this form with your registration for Loft youth offerings. **Students will not be eligible to take Loft classes unless the parent/guardian agrees to the first two permissions.**

## PARTICIPATION PERMISSION:

I give permission for my registered child/children to participate in all class/workshop activities on and off The Loft Literary Center's property. Note: *All classes and workshops will take place in The Loft Literary Center's classrooms and performance areas at Open Book, 1011 Washington Avenue South, Minneapolis, MN 55415 unless otherwise noted in the course description.*

## PICK UP/DROP OFF:

I understand that it is my responsibility to drop off and pick up my child/children no more than 15 minutes before and after class/workshop is scheduled. Failure to comply with this agreement will result in the removal of my child/children from the program.

## PHOTO USE PERMISSION:

I give the Loft my permission to use photographs in which my child/children appear in classes or workshops for use in Loft promotional materials. No material consideration will be provided as compensation for use of these photos.

## SIGNATURE OF PARENT/GUARDIAN OR STUDENT OVER 18:

\_\_\_\_\_ Date: \_\_\_\_\_

Register by phone, mail, in person, or online: **www.loft.org**

# Scholarship Form

## SCHOLARSHIP APPLICATION FORM

Mail to: Scholarships, The Loft Literary Center, Suite 200, Open Book,  
1011 Washington Avenue South, Minneapolis, MN 55415



in class description of adult catalog designates full scholarship available. Call for availability regarding youth scholarships.

Name \_\_\_\_\_ Phone (Day) \_\_\_\_\_

Phone (Evening) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ E-mail Address \_\_\_\_\_

Loft Member  Nonmember

Class Number \_\_\_\_\_ Class Title \_\_\_\_\_ Teaching Artist \_\_\_\_\_

Please answer the following questions:

1. What are your writing goals?

2. Why are you specifically interested in taking this class?

Please check the scholarship you wish to apply for and enclose \$15 processing fee (refundable if scholarship is not awarded).

Scholarship (\$15 processing fee) \$ \_\_\_\_\_

Please make checks payable to The Loft Literary Center.

Personal Check  VISA  MasterCard  Discover  American Express

Account Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Cardholder Zip \_\_\_\_\_

Print name as it appears on card \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

D R DB M SD CC TR TRA CCR

# Class Info

## THINGS TO KNOW

• **Methods of Paying:** No installment payments. Space cannot be held before receiving full payment. A \$20 fee is assessed for bad checks. If an agency, business, or other organization is paying student fees, payment is due at the time of registration. (Purchase orders or intent to pay notification cannot be accepted. We do accept Visa, MasterCard, Discover and American Express.)

• **Need to Cancel? A nonrefundable fee of 15 percent is included in each registration.** Partial refunds will be granted for cancellations received before the second class meeting. We cannot refund for missed classes. In the rare instance that a teaching artist determines he or she cannot meet the needs of a student, the student's full tuition will be reimbursed.

• **What to Bring:** Unless otherwise noted in the description, all you need is pen and paper. Some teaching artists will also collect a small copy fee on the first day of class. Bring a sweater as some classrooms may be chilly. Make sure your laptop is fully charged.

• **Class Size:** Most classes range up to 17 participants; 1- and 2-day classes may have up to 35.

• **Class Cancellation:** Classes that do not meet minimum enrollments may be cancelled the week prior to the first class meeting with full refunds to all students. Register early.

• **Acceptance:** The Loft reserves the right to refuse a registration for any reason.

• **Weather Cancellations:** Cancellations are extremely rare. If concerned, call 612-379-8999 or check [www.loft.org](http://www.loft.org). An announcement will confirm cancellations by 3:30 p.m. weekdays, 8:30 a.m. Saturdays, and 10 a.m. Sundays.

• **Location:** Most Loft classes take place in Open Book at:

1011 Washington Avenue South  
Minneapolis, MN 55415

• **Parking:** Limited free parking is available in Open Book lot on the east side of the building. There are also parking meters and pay-parking lots and ramps nearby. Handicapped parking is available in marked spots.

• **Take the Bus or Train:** For routes, connections, and schedules, call 612-373-3333 or visit [www.metrotransit.org](http://www.metrotransit.org)

• **Bike:** Bike racks are located at the rear of the building.